

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 4th December 2017** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

Cllr. J. Bates	
Cllr. T. Bloomfield	Chair
Cllr. Mrs. M. Gateley	
Cllr. J. Harvey	Town Mayor
Cllr. D. Isham	
Cllr. A. Mahi	Vice Chair
Cllr. H. Mordue	
Cllr. L. O'Donoghue	
Cllr. M. Smith	
Cllr. Mrs. Strain-Clark	
Cllr. R. Stuchbury	

Also attending

Mrs. A. Brubaker	Events Co-ordinator
Mrs. N. Stockill	Committee Clerk
Mr C Wayman	Town Clerk

Members stood for a minutes silence in memory of the late Bernard Stopps

566/17 Apologies for Absence

Members received and accepted apologies from Cllr. Mrs. G. Collins.

567/17 Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

Cllrs. Smith and Bloomfield declared an interest in agenda Item 15 (Tourist Information Centre) as Trustees of The Old Goal.

568/17 Minutes

To receive the minutes of the Meeting held on Monday 16th October 2017 ratified at Full Council on the 20th November 2017. (TCE/04/17)

AGREED

569/17 Members to consider Cllr. Bates' request to join the Town Centre & Event Committee.

Proposed by Cllr. Isham, seconded by Cllr. Bloomfield and unanimously **AGREED** for Cllr. Bates to join the Town Centre & Events Committee of Buckingham Town Council for the fiscal year 2017/18. **ACTION**

COMMITTEE CLERK

570/17 Action List

To receive action reports and updates.

Planters outside of the Old Post Office – The Chair explained that as no

expression of interest had been received he had approached Mr. A. Pelling (market trader) for a quotation for planting each of the tubs.

Proposed by Cllr. Bloomfield, seconded by Cllr. Isham and unanimously **AGREED** on replanting all 4 containers outside of The Old Post Office. Money to be taken from the £177 left in the Buckingham in bloom budget.

Funeral Fair – Cllr. Harvey said that he still wished to pursue the idea of a Funeral Fair and **AGREED** to work up a budget for the February 2018 agenda.

ACTION CLLRS HARVEY & BATES FEBRUARY AGENDA

Members discussed and **AGREED** to include £1,000 in the Precept budget for a Funeral Fair. **ACTION TOWN CLERK**

571/17 Markets

To receive and discuss correspondence from Mrs. Fincher concerning the renting of a pitch on Buckingham market for the sharpening of knives and garden tools.

Members discussed the current market rules and were in general agreement that providing the knives arrived closed/covered then it should not pose a problem. Councillors highlighted that the current Market Rules only refer to the selling of knives and not the sharpening of equipment and discussed the onus on the stall's customers to carry knives safely and legally. Members **AGREED** in principle to support Mrs. Fincher's request subject to further investigations by the Deputy Town Clerk with AVDC Licensing.

ACTION DEPUTY TOWN CLERK

572/17 Street Trading

Members to note information from AVDC
Noted.

573/17 Budget

573.1/17 To receive the latest budget figures
Noted.

573.2/17 To receive and discuss proposed budgets for 2018/19 (Precept)
Youth Project – Cllr Strain-Clark advised Members that the Film Place no longer needed financial support from the Town Council.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** to budget for Comedy Nights and for all unspent budgets from the current year be carried forward to 2018. Members **AGREED** for The Committee Chair, Town Clerk and Events Coordinator to review and finalise the precept figures as amended. **ACTION: TOWN CLERK**

Members asked if compiling the Precept report was part of the job description of the Events Coordinator and the Town Clerk explained that managing the budgets was within the job description.

Proposal for Enterprise Fair

To receive a written report from the Events Coordinator
Proposed by Cllr. Stuchbury, seconded by Cllr. Smith and unanimously **AGREED** to transfer £500 from the Charter Fair budget heading into a newly created budget heading for the Enterprise Fair. **ACTION TOWN CLERK**

Members **AGREED** in principle to the report recommendation.

Report recommendation:

It is recommended that based on the results of the survey, we go ahead and put on an Enterprise Fair at the beginning of 2018 and that it is held in the Conference Room at The Old Town Hall. This would give the event a more professional feel than if the Community Centre was used.

Professional organisations such as Accountants could be contacted to see if they would be interested in attending the event and giving advice and maybe sponsoring the event.

A budget of £500 would be required to cover the costs of the venue hire.

574/17 **Forthcoming Events**

574.1/17 Christmas Parade 9th December 2017

Cllr. Mordue explained there were 53 entries this year and the Parade committee had seen an upsurge in floats from traders advertising their business and may have to consider charging commercial enterprises in the future..

Cllr Mordue left the chamber at 19.51

574.2/17 Community Fair 9th December 2017

Cllr. Bloomfield explained there were 12 tables confirmed.

574.3/17 Pancake Day 13th February 2018

The Church will be providing pancakes following the races. Cllr. Smith suggested a note at the bottom of the event poster explaining that the Town Council's event photography can be published.

574.4/17 Food Fair 24th February 2018

Members discussed and **AGREED** the Officer recommendation to raise the pitch fee to £30 (inclusive of VAT). Cllr Stuchbury suggested an exit questionnaire to stall holders on the level of the pitch fee.

ACTION EVENTS COORDINATOR

575/17 **Event Reviews**

575.1/17 Bonfire & Fireworks – To receive a written report from the Events Coordinator

Cllr. O'Donoghue thanked The Events Coordinator for a well written report.

Cllr. Stuchbury suggested seeking more organisations to help build the bonfire for 2018.

Cllr. Harvey suggested budgeting for extra security to deter anyone trying to gain access to the fenced off areas. Members discussed and **AGREED** for the Events Coordinator to seek the advice of the Advisory Group on the points raised in the event report.

ACTION EVENTS COORDINATOR

The Events Coordinator explained that a variety of music had been played throughout the event and the traditional nursery rhymes were only played towards the countdown to the fireworks.

Proposed by Cllr. Harvey and seconded by Cllr Bates to no longer play nursery rhymes at future Town Council run events.

2: In favour

8: Against

Motion failed.

575.2/17 Best Carved Pumpkin – To receive a written report from the Events Coordinator

Members discussed and **AGREED** the report recommendation

ACTION EVENTS COORDINATOR

Report recommendation: Due to lack of interest for this event I recommend that we do not continue with this event in 2018.

575.3/17 Remembrance Day Parade – To receive a verbal report from the Events Coordinator

The Events Coordinator noted that, despite the early set off, there was a great turnout with no incidents. Cllr. Stuchbury asked for clarification as to who stands where for the 2018 parade. Cllr. Harvey said that it was not right that so many people were left standing for such a long period of time because of the early set off. The Events Coordinator to feedback to the event organisers.

Cllr. Smith suggested a wash up meeting with the Chairman of the event to forward the Councillors concerns.

ACTION EVENTS COORDINATOR

575.4/17 Christmas Lights Switch On – To receive a verbal report from the Events Coordinator.

The Events Coordinator reported on a successful event compered by the Mayor and music provided by The Buckingham Glee Club and Winslow Concert Band There were a number of comments on the lack of stalls which were contributed to a number of stall holders cancelling at the last minute. Members discussed looking at the arrangements for the disabled viewing platform for next year. Cllr. Smith noted an apology from Shop Buckingham on social media for the poor turn out of stall holders. Cllr. Bates suggested children's activities such as Fair rides or games.

Cllr Harvey identified the public's request for more precise timing or scheduling of the event, including advertisement of the location of the stalls and accessible areas. There were requests for next year to be held on a Saturday and consider offering the Saturday market pitches for free on the proviso they leave by 2pm before the event setup begins. Cllr. Harvey asked for the MC to be provided with more of a script or schedule and for more oversight on who or what is going to be presented by the speakers. Cllr Harvey suggested holding the Christmas Lights and Parade on the same day and potentially start future lights switch on earlier in the evening.

Proposed by Cllr. Bates and seconded by Cllr Smith to move the 2018 Christmas Lights Switch On to a Saturday 1st December 2018 at 5pm on the proviso that the market is closed earlier.

A vote was taken and the results were:

7: In Favour

1: Against

2: Abstentions

Motion Carried

ACTION EVENTS COORDINATOR

575.5/17 LHSCC Halloween Disco - To receive a written report from the LHSCC Coordinator.

Cllr. O'Donoghue said that all events should fall to the Events Coordinator to manage or at least have oversight of. Members were in agreement that all events should come through the TC&E committee but could not see any harm in other Officers being involved in future events as long as they were brought to the TC&E committee.

Cllr. Harvey stated that the LHSCC Coordinator was doing a successful job and

spoke against restricting the people's ambition to organise events that were of benefit to the community. Cllr. Gateley spoke in favour of a protocol to coordinate events so they did not always fall to The Events Coordinator to manage within an already busy calendar.

Members **AGREED** the report recommendation to support a future Halloween Disco run by the Town Council.

Report Recommendation: to support future similar events and agree next event date. There were 120 tickets available. Only 39 sold this time. There is potential to make a profit from events like these in the future. Proposed date for the next Halloween event is Saturday 27th October 2018.

576/17 Events Report 2018

To receive a report from the Events Coordinator.

Family Camp – Cllr. Stuchbury proposed funding the event as a Youth Project to the sum of £600. Members discussed advertising the event as a family day where you do not stay overnight. Members **AGREED** to the report recommendation.

Report recommendation: The Events Co-ordinator recommends that this event gets approval and local groups and organisations mentioned above are contacted and brought on board.

A budget of £600 would be required to cover the cost of hiring inflatables, rounders and cricket equipment and paying for the hire of toilets and any other equipment that may be required on the day. This could be taken from the Fringe budget.

Hire of toilets (includes delivery & collection) £225.00

Hire of bouncy castle, member of staff & generator £165.00

Hire of cricket and rounder's equipment £TBC

Ice Rink – Cllr. Smith spoke against hiring a synthetic ice rink. Cllr. Bates explained that her daughter would be happy to share her successful experience of hiring a synthetic ice rink at work.

Members **AGREED** to investigate the potential of an ice rink and feedback at a future committee.

ACTION EVENTS COORDINATOR

Buckingham Fringe Week

To receive a written report from the Events Coordinator

The Events Coordinator tabled a report.

Cllr. Stuchbury spoke against changing the name of the event and encouraged new events to be brought forward.

Cllr. Harvey said that the Fringe Week lacked a theme such as 'Building Buckingham' as in the past it had felt like a series of disparate events. Members **AGREED** the concept of a theme for Buckingham Fringe Week to allow for more creative event planning and participation from other groups. Members **AGREED** recommendation with Cllr Harvey's amendment.

Report recommendation: If there is a desire to remain with a week length (or longer) of events then it should be considered to have a focus of the week with a thread through each event. One option would be in the future is to combine it with the Food Fair and create a much larger event with key speakers and demonstrations to entice more people to the area, or to host a similar style event on a different theme.

ACTION EVENTS COORDINATOR

- 577/17 Access**
Nothing to report
- 578/17 Visitor Information Centre**
578.1/17 To receive the latest visitor and accommodation statistics
Noted.
578.2/17 To received a written report from the Town Clerk
Members discussed the report and expressed concern the situation had deteriorated to such an extent.
Members **AGREED** in principle to option 4 and to allow The Chair of Resources, Old Goal Trust and Town Clerk to look at the fine detail of staffing and finance implications. **ACTION TOWN CLERK/CLLR BATES**
Report Option 4: Option 4 – The Town Council does not pay any or an amount of the over spend, allows TSE to pull out at Christmas (or when the contract is ended) and the Town Council institutes a new service. This could mean the engagement and training of directly-employed staff as well as a modification to opening hours to enable five day per week working.
- 579/17 Buckingham Dementia Action Alliance**
To receive and discuss correspondence from Mrs. E. Winston, Chair of Buckingham Dementia Action Alliance.
Members **AGREED** to fund £250 to assist with the catering of the proposed event. **ACTION EVENTS COORDINATOR**
- 580/17 Buckingham Festival of Health**
To receive a feedback report from the Project Coordinator of the Buckingham Festival of Health.
Members noted the quality of the report and the success of the event.
Members **AGREED** to look at holding a future Festival of Health event in early 2019. **ACTION PROJECT COORDINATOR**
- 581/17 Armistice 100**
To receive an update from the Events Coordinator
Members **AGREED** to apply for a road closure. **ACTION EVENTS COORDINATOR**
The Events Coordinator explained that the celebration would commence at 4pm and involve a road closure from the Old Goal to the Town Hall to seat the audience outside of the Old Post Office.
Members **AGREED** for Cllrs Smith, Isham, Stuchbury, The Mayor, TC&E Chair and The Events Coordinator to meet as soon as possible to discuss the proposal. **ACTION**
EVENTS COORDINATOR
- 582/17 News Releases**
Festival of Health – Members **AGREED** for the Project Coordinator and Cllr Harvey to send a press release on the outcome of event.
- 583/17 Chairman's Items Members agreed for Andy Pelling stall holder to trade on 18 and 24 December.**

584/17 **Date of the next meeting:** Monday 5th February 2018

Meeting closed at 21.58pm

Signed Date
Chairman